



Administrative Specialist

Foundation Management and Pro-Productions, Inc. creates innovative ways that allow people to make a difference in the world. We provide exceptional service to our clients in helping them realize their potential and fulfill their missions. Through our extensive experience we have developed specialties including non-profit management, event production and marketing consultation.

We are currently seeking an Administrative Specialist to provide executive administrative support to the President and senior team members in all facets of the company to support the company and its clients.

Essential Functions:

The following list of essential job functions is not exhaustive and may be supplemented as necessary.

1. Act as liaison between the President and senior team members with clients and vendors.
2. Assist in the accurate preparation of client contracts, agreements, and other documents.
3. Assist in the execution of client and event management.
4. Provide administrative support to President and senior team members including word processing, filing, mail distribution, copying, and shipping.
5. Sort through incoming mail, open and distribute. Respond as necessary in writing or by telephone in a positive and professional manner.
6. Welcome visitor and telephone callers by greeting them, in person or on the telephone; answering or directing inquiries; taking and relaying messages timely and accurately.
7. Maintain office supplies, electronics, and all electronic and manual filing systems files as necessary.
8. Ensures operation of all office equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques.
9. Prepare reports as required or requested by collecting and analyzing data.
10. Plan meetings, takes and distribute notes and action plans.
11. Work collaboratively with and be responsive and responsible to other team members to maintain a positive, professional, and productive work environment.

12. Interpret and ensure compliance with operational standards, policies, procedures and guidelines are met to promote their consistent application in accordance with the company's mission and operating procedures.
13. Assist in collaboration with staff on day-of-event planning and execution to ensure team logistical success.
14. Continuously and actively seek additional opportunities for event planning, foundation management, and/or marketing consultation.
15. Perform other relevant duties as assigned.

Required Specific Job Knowledge, Skills and Abilities:

The individual must possess the following knowledge, skills and abilities and be able to explain and demonstrate that s/he can perform essential functions of the job, with or without reasonable accommodation, using some combination of skills and abilities.

1. Strong administrative skills with the proven ability to work effectively and collaboratively with all internal and external business partners including vendors, clients, and employees.
2. Strong organizational skills and the ability to prioritize and work on a myriad of duties simultaneously.
3. Exceptional writing, editing, proofreading, and design skills.
4. Ability to work efficiently and effectively as part of a collaborative team and as an individual contributor.
5. Ability to maintain a high level of confidentiality while working with a variety of high level client and company confidential information.
6. Ability to listen, analyze, and articulate verbally in a positive and professional manner.
7. High level of proficiency in technology related tools including but not limited to:
 - a. Microsoft Office (Outlook, Excel, PowerPoint, Word)
 - b. Social Media Platforms (Facebook, Twitter, Instagram, LinkedIn)
 - c. Other Technology (CRMs, Constant Contact, WordPress, Eventbrite, and Dropbox)
8. Ability to be flexible and patient with all clients and staff and ensure all their needs/requests are met.
9. Excellent professionalism, communication skills and appropriate grammar as related to utilizing communication tools including but not limited to business correspondence, email, and telephone calls.

10. Proven ability to maintain a positive, professional, and cheerful attitude while effectively dealing with internal and external customers/clients, some of whom will require high levels of patience, tact and diplomacy.
11. Ability to travel by automobile extensively and manage a flexible work schedule.
12. Ability to lift up to fifty pounds on a regular basis to set up and break down client events.
13. Ability to work outdoors for extended periods of time including in inclement weather.

Qualification Standards:

Education:

- Bachelor's degree in business, preferably within in the concentrations of marketing, communication, management or a related field.

Licenses / Certifications:

- Valid Driver's License and clean driving record.

Experience:

- Minimum of 1 year of professional administrative experience.